

New Recipient

CalGrant

Reference Manual

2000-2001
Academic Year



Grant Services Division
P.O. Box 419027
Rancho Cordova, CA 95741-9027
(916) 526-7590

Please read this guide and retain it for future reference. It contains important information on the use and retention of your Cal Grant award. You are responsible for knowing and complying with the information presented.

In support of the Governor's Executive Order D-10-99, the California Student Aid Commission reminds all Cal Grant recipients that it is illegal and unlawful to pirate computer software and other intellectual property. As such, the Student Aid Commission shall take the necessary controls, deemed appropriate by the State of California, to ensure that State funds are not used to acquire, operate, or maintain computer software in violation of applicable copyright laws.

CONTENTS

POINTS OF CONTACT	5
GENERAL INFORMATION	6
Use of a Cal Grant	6
Additional Awards	6
Self-Decline/Withdraw Awards	7
Leave of Absence Policy	7
Loan Default/Grant Payment	8
CAL GRANT ELIGIBILITY	
AND SELECTION PROCESS	8
Recipient Requirements	8
Program Specific Requirements	9
Cal Grant A	9
Cal Grant B	9
Cal Grant C	11
Program Eligibility	11
Cal Grant Selection Process	11
AWARD AMOUNTS	12
Payment for Summer Attendance	13
Delivery of Funds	13
SCHOOL CHANGES/OTHER AMENDMENTS	14
EXPLANATIONS OF CODES LISTED ON THE	
CALIFORNIA AID REPORT (CAR)	15
RENEWAL OF CAL GRANT AWARDS	20
APPEAL PROCESS/CAL GRANT	21

POINTS OF CONTACT

Communicating with the California Student Aid Commission (Commission)

When contacting the Commission, please include your name, social security number, address, and phone number. When mailing to the Commission, obtain a United States (U.S.) Postal Service Certificate of Mailing to verify mailing by the appropriate deadline.

General Correspondence and Appeal

California Student Aid Commission
Grant Programs Customer Service
P.O. Box 419027
Rancho Cordova, CA 95741-9027

Form and Information Correction

California Student Aid Commission
Grant Programs Processing Section
P.O. Box 419028
Rancho Cordova, CA 95741-9028

If you change your permanent mailing address, you must immediately inform the Commission's Grant Programs Processing Section. The Commission is not responsible for mail not received from or by you. Please have your mail forwarded if you are away from your permanent address.

Telephone\FAX

(916) 526-7590; FAX (916) 526-8002 (The Commission cannot accept collect calls).

Hours

Monday, Tuesday, Wednesday, and Friday, 8:30 a.m.- 4:55 p.m.,
Thursday, 9:00 a.m. - 4:55 p.m.

Internet Access

<http://www.csac.ca.gov>

E-mail: custsvcs@csac.ca.gov

GENERAL INFORMATION

Your Cal Grant is subject to the conditions outlined within this manual. Failure to comply with the conditions set forth in this manual may result in your award being withdrawn and your being required to repay any funds you received. Questions concerning your award offer should be made to the Commission at the address indicated on the preceding page. Please note that the Commission will not release information pertaining to students eighteen (18) years of age or older, without prior written authorization.

Use of a Cal Grant

Cal Grant funds may be used only for educational program expenses leading directly to:

- ◆ an undergraduate degree,
- ◆ a vocational training program objective, or
- ◆ the undergraduate course work portion of a professional degree for which no baccalaureate degree is awarded (for example, a Doctor of Pharmacology).

Extension courses, adult education and continuing education programs that do not participate in the Federal financial aid programs are not Cal Grant eligible. Tuition/fee grants are for tuition and fees only. Subsistence grants may be used for tuition, transportation, books, supplies and living expenses. Recipients cannot receive payment at two schools for the same or overlapping terms.

Additional Awards

You must notify your campus financial aid office of all financial aid awards you receive. If your combined financial aid awards reduce your estimated need, your Cal Grant award may be reduced or withdrawn. Tuition/fee Cal Grant awards can only be used to pay tuition and fees not already covered by any other tuition/fee-only award(s).

Self-Dcline/Withdrawn Awards

If you notify the Commission that you wish to withdraw from the Cal Grant program, the notation “Self-Dcline” or “Self-Withdrawn” will appear on your California Aid Report (CAR). If your Cal Grant award offer is withdrawn for any reason during the 2000-2001 academic year, the offer will not be renewed for the 2001-2002 academic year. If your award is withdrawn, you may apply as a **new** applicant for a future award. To apply as a new applicant you must submit a Free Application for Federal Student Aid (FAFSA) and a Grade Point Average (GPA) Verification Form or applicable test scores by the March 2 deadline of the year in which you hope to receive an award, (e.g. if you are applying for a 2001-2002 Cal Grant, your FAFSA and GPA must be postmarked by March 2, 2001).

Leave of Absence Policy

You must request a leave of absence from the Cal Grant program if you are not enrolled at least half time for any term. Leaves may be requested in writing or by filing a Grant Record Change Form for Students (G-10). The G-10 can be obtained from your school, the Commission, or by downloading it from the Commission’s website at <http://www.csac.ca.gov/pubs/stupubs.html>. You may also ask your school to report a leave of absence on your behalf.

Total leave time may not exceed one academic year, as defined by your school. Extensions may be granted for exceptional situations on an appeal basis only. If you are on active duty in the United States Armed Forces or Coast Guard, you may have your Cal Grant deferred for up to five years. Please request this deferment in writing.

If you fail to notify the Commission of your absence from the Cal Grant program, your award may be withdrawn. If your school reports partial or full payment for a term in which you eventually request a leave of absence, your program eligibility for future benefits will be reduced.

Loan Default/Grant Repayment

California law prohibits the payment of Cal Grants to any individual who 1) failed to repay a federal or state grant, if required and 2) previously defaulted on a student loan and has not made satisfactory repayment arrangements. If you believe you are in this situation, you must immediately report this information to your campus financial aid office.

If at anytime it is determined that you owe a grant refund or are in default of a loan and have not made satisfactory payment arrangements, your Cal Grant will be withdrawn.

CAL GRANT ELIGIBILITY AND SELECTION PROCESS

Recipient Requirements:

Each Cal Grant recipient must:

- ◆ Be a resident of California.
- ◆ Be a U.S. citizen or eligible non-citizen.
- ◆ Have financial need for attendance at an eligible California school in 2000-2001 or have a leave of absence approved by the Commission.
- ◆ Maintain no less than half-time enrollment.
- ◆ Maintain satisfactory academic progress as defined by the school.
- ◆ Meet U.S. Selective Service requirements.

Each Cal Grant recipient must not:

- ◆ Have a defaulted student loan or owe a grant repayment.
- ◆ Have a bachelor's or higher degree (e.g. M.A.) or the equivalent.
- ◆ Exceed the Cal Grant program's income or asset ceilings as listed in this manual.

All Programs: If your school reports that you failed to maintain satisfactory academic progress, your award will be suspended. If you do not clear your academic status after your third consecutive semester or fourth consecutive quarter in this status, your Cal Grant will be withdrawn.

Program Specific Requirements

Cal Grant A: You must meet the minimum GPA requirement at the time of award. When renewing the award in future years, you need only meet the satisfactory academic progress standards of the school you are attending (assuming you still meet the recipient requirements).

Community College (CC) Reserve: Cal Grant A awards cannot be used to pay CC fees. However, you should contact your school's financial aid office to inquire about a CC fee waiver program. Students who are offered a Cal Grant A and attend a California CC will be placed in CC Reserve. Although no grant funds will be released, the award offer will be held in reserve for up to two years. Upon written request, a third year of reserve-or leave-time may be approved in some circumstances.

If you have a Cal Grant A, as described above, or a Cal Grant B, as described below, and you are thinking about transferring to a four-year college or university, you should visit the Transfer Center at your CC. The Transfer Center staff can help you prepare for the transfer, and assist you in optimizing your Cal Grant benefits.

Cal Grant B: As a Cal Grant B recipient, you must be 1) an entering college freshman at either a CC, vocational institution, or a four-year institution, or 2) a junior who has transferred from a CC to a four-year institution. An entering college freshman is defined as a student who, prior to June 30, 2000, has completed no more than the following amount of postsecondary coursework:

- ◆ one full-time semester or two full-time quarters at any college,
- ◆ 16 semester or 24 quarter units of part-time college study, or
- ◆ four and one-half months of attendance if you have attended a vocational/technical school.

CC Freshman Recipients: Recipients are placed in this category based on the responses on their FAFSAs or on school changes sent to the Commission. If you have been selected to receive a Cal Grant B and you are attending a CC, you will only receive a subsistence payment of up to \$1410 during the 2000-2001 year. If you transfer from a CC to one of the California State Universities (CSU), a campus of the University of California (UC), or an independent four-year institution, you must file a Grant Record Change Form for Students (G-10) to ensure that your Cal Grant B will transfer with you.

- ◆ If you transfer to a four-year institution during your first year at a CC, your award will be placed on hold. Your eligibility for award payment will resume in your second year, at which time, you will receive tuition and fee benefits in addition to subsistence.
- ◆ If, as a CC recipient, you transfer after the first year of your award, your award will not be placed on hold and you will begin receiving tuition and fee benefits in addition to the subsistence of \$1410.

Four-Year Institution Freshman Recipients: Recipients will receive \$1410 for their first year. Tuition and fee benefits will begin with the second year of award payments. Note: The top two percent of Cal Grant B recipients will receive tuition and fee benefits beginning with the first year that benefits are received.

Cal Grant B New Transfer Awards: A New Transfer Award recipient is a student who is transferring from a CC to a four-year institution for the Fall 2000 term who hasn't already received a Cal Grant B. If you completed more than the post-secondary coursework indicated above notify the Commission immediately. Additionally, if you do not meet the Cal Grant B Transfer requirements, you must notify the Commission immediately.

Cal Grant C: You must be enrolled in and attending a four month to two year vocational training program in the 2000-2001 academic year. All Cal Grant C applicants must return the Cal Grant C Supplement Form, by the posted deadline, to receive further consideration.

Program Eligibility

Cal Grant recipients can receive no more than four years of full-time grant payment. The actual number of term payment you may receive, however will be set based on your grade level (year in college such as freshman, sophomore) when you are first paid in the program. If you are first paid as a second or third year student, you will not receive a full four years of payment. There are two exceptions to the above limitation. One is for students enrolled in mandatory five-year programs. A mandatory five-year program is one for which all students, enrolled in that major, are required to attend longer than four years. The other extension is for students who have received their bachelor's degree and are now working on coursework leading to a California teaching credential.

To set your initial program eligibility, the Commission will request a grade level verification from the first school at which you receive payment. If we cannot verify your educational level, you will be sent a letter requesting that you have your school send the Commission the necessary verification. Failure to provide verification will result in withdrawal of your award.

Cal Grant Selection Process

Cal Grant award selections are based on data obtained from your Student Aid Report (SAR) and any submitted GPA or test scores if no GPA was available. Recipients and their families must not exceed the income and asset ceilings set by the Commission and must demonstrate the minimum financial need required for selection to their program. If it is determined that the Commission extended a Cal Grant award offer to an individual who does not actually meet the required personal, financial,

or academic selection criteria, the award offer will be withdrawn. Your school will verify your eligibility for Cal Grant payment, the award amount will be subject to the 2000-2001 state budget appropriations. Only the Commission can make an official Cal Grant award offer. Any award estimates made by a college are not official until confirmed by the Commission.

AWARD AMOUNTS

Cal Grant award amounts vary based on financial need, educational level, school cost, maximum authorized award levels, and the availability of state funds. The amount you receive will not cover all of your college expenses. Community college fees are not paid. Refer to your CAR for the maximum yearly amount you may receive.

Award amounts on the CAR are based on full-time attendance for one academic year. If you attend less than full-time, your payments may be reduced. Awards at year-round schools are paid over 11 or 12 months.

Cal Grant A: Awards are tuition/fee only grants. In 1999-2000, awards were \$9,420 at independent colleges and universities, \$3,429 at the UC and \$1,428 at the CSU.

Cal Grant B: Awards consist of a subsistence award, and in some cases, a tuition/fee award. 1999-2000 subsistence awards ranged from \$700 to \$1,410 (maximum). If applicable, Cal Grant B tuition/fee awards are the same as those above for the Cal Grant A program. The award amount on the CAR may be a combination of a subsistence award and a tuition/fee award.

Cal Grant C: Awards pay up to \$2,360 for tuition/fees and up to \$530 for tools, books and supplies. The amount printed on the CAR may include a books and supplies award and tuition/fee award. Cal Grant C awards, at a community college, pay only up to \$530 for tools, books and supplies.

Payments for Summer Attendance

Cal Grant A and B recipients cannot receive payment for any summer 2000 attendance. Summer 2000 Cal Grant C payments are available but will not be sent unless requested by your school by August 31, 2000.

Payment for non-mandatory summer coursework (June-August, 2001) will be available but must be requested from the Commission in writing no later than May 30, 2001. Do not request summer 2001 payment until after March 1, 2001 and after you are reasonably certain you will be attending for that time period. Your request should include your name, address, social security number, the name of the school you will be attending, and whether you will be living on or off campus, with parents or relatives.

Summer Cal Grant payment amounts are based on the regular school year grant and may not meet all summer tuition/fee charges. Summer payments will reduce your total program eligibility for Cal Grant benefits. You must be enrolled at least half-time to be eligible for summer payment.

If you cannot attend a required mandatory summer term, you must request a leave of absence. Otherwise, your Cal Grant will be withdrawn.

Delivery of Funds

The school you are attending will deliver all Cal Grant funds due to you. The Commission never sends Cal Grant funds directly to a student. After directly notifying the Commission of your correct school of attendance, contact your school for information on their disbursement policies. Your school will confirm your eligibility and release any funds due to you.

SCHOOL CHANGES/OTHER AMENDMENTS

1. **School change:** You must notify the Commission as early as possible if you do not attend the first school listed on your CAR. Cal Grant payment is limited to participating Cal Grant schools. If the school you attend was not already listed on your SAR, you must contact the SAR processor at (800) 433-3243 to forward the information to your new school.

NOTE: Your financial need will be reevaluated if you change your school choice or housing plans. If your expenses are reduced due to a change, your grant may be withdrawn. When notifying the Commission of a school change, state the effective date of the change and whether you will live on-campus, off-campus, or with parents or relatives.

2. **Name or address change:** You must notify the Commission immediately if your name or address changes or is different from what is indicated on your CAR or on any other Commission correspondence you receive.
3. **Social security number:** You must notify the Commission if the social security number printed on the CAR is not correct. Complete the Recipient Change Form and submit a copy of your social security card so corrections can be input to the computer system.
4. **Change in Grant program choice:** If your CAR states you are eligible for more than one Cal Grant program, discuss your choices with your campus financial aid office. Your campus financial aid officer's signature is required for any program changes. Program changes must be received before July 31, 2000, and are irrevocable once your school has reported grant payment. Refer to the Recipient Change Form instructions. If you are financially eligible for a Cal Grant C and would like further consideration, contact the Commission no later than July 1, 2000.

5. **Change in housing plans:** Your selection to the Cal Grant program was made based on the expected cost of attendance at the school listed on your CAR and your expected housing plans (on-campus, off-campus or living with parents or relatives), listed on your FAFSA. Review your SAR and report any housing plan changes to the Commission.
6. **Less than half-time:** If your enrollment falls below half-time at any time, you must inform the Commission immediately. (Refer to the Leave of Absence section at the beginning of this manual).
7. **Not eligible for any Cal Grant award:** If you do not meet all of the Recipient Requirements, listed in the Cal Grant Eligibility and Selection Process section, you must report it to the Commission immediately.
8. **Withdrawal:** If you wish to decline a Cal Grant, use the Recipient Change Form. Your withdrawal discontinues this particular Cal Grant offer and is irrevocable. If you decline an award, you can compete as a new applicant in future years. Contact the Commission if you have any questions on declining your award.

Failure to promptly notify the Commission of any of the corrections or conditions indicated above may cause your award to be withdrawn.

EXPLANATION OF CODES LISTED ON THE CA

Number 1, 1A - Qualified Applicant

The Cal Grant award and dollar amount listed on your CAR has been determined to be the best choice for the school indicated and will be disbursed to your school/college. If you wish to be considered for a different award, in which a code 1 or 1A appears, meet with a campus financial aid counselor before sending in a change request on your New Recipient Change Form. If you decide to make a change, please do so as soon as possible. Changes in grant program type can not be made after a payment(s) has been disbursed.

A student can not receive benefits in more than one Cal Grant program at the same time.

Number 2 — Financially Eligible Applicant

You have not been selected in this program but are financially eligible. Even though financially eligible, additional conditions must be met before an award offer can be made. For further consideration of this award, at this school, you must request a school or program change by submitting either a New Recipient Change Form or a Grant Record Change Form for Students (G-10), to the Commission, within 30 days of the date of your CAR.

To receive Cal Grant C consideration, you must decline any Cal Grant A or B award you have been offered. This must happen no later than July 31, 2000, or within 30 days of your first CAR. You are advised to consult with your school before making the decision to turn down a Cal Grant A or B to compete for a Cal Grant C award. Program withdrawals are irrevocable.

Number 4 — No GPA/Test Scores Provided (Cal Grant A)

The Commission was not able to consider you for a Cal Grant A award because our records indicate we did not receive a valid GPA or test score. The academic qualifiers are used as the sole basis for ranking financially eligible Cal Grant A applicants. If your GPA or test score was submitted prior to the March 2nd deadline, submit documentation of this within 30 days of the date of this CAR.

Number 7, 9, 11 — School Not Eligible for Cal Grant A, B, or C

The school listed is not eligible for the program indicated. If you will be attending a school other than the one listed, submit documentation within 30 days from the date of this CAR.

Number 10 — Too Much College Completed

New Cal Grant B awards are limited to entering freshmen. Cal Grant B Transfer Awards are reserved for juniors who are transferring from a community college to a four-year college and have not previously been awarded or received a Cal Grant B. Your FAFSA did not show you met the criteria for a new Cal Grant B or a Cal Grant B Transfer Award. If this information is incorrect, submit documentation within 30 days of the date of this CAR.

Number 16 — Reported Income Over the Ceiling

The Commission has established income limitations, which may disqualify an applicant without regard to other family circumstances. The following 2000-2001 income ceilings for dependent students, and independent students with dependents other than a spouse apply to all Cal Grant A and C recipients are:

- ◆ 3 family members, total 1999 income exceeded \$59,000;
- ◆ 4 family members, total 1999 income exceeded \$64,100;
- ◆ 5 family members, total 1999 income exceeded \$68,700;
- ◆ 6 family members, total 1999 income exceeded \$74,100.

The income ceilings for Cal Grant A and C independent students without dependents are:

- ◆ \$23,483 if single; or,
- ◆ \$26,884 if married.

Cal Grant B awards are for students from low income/disadvantaged backgrounds. The income ceilings are:

- ◆ \$23,483 for a single student;
- ◆ \$26,884 for a family of two;
- ◆ \$30,313 for a family of three;
- ◆ \$33,742 for a family of four;
- ◆ \$37,172 for a family of five or more.

All of the above income figures are derived from a combination of the taxable and nontaxable income reported on the FAFSA.

Number 17 — Reported Assets Over the Ceiling

The Commission has established asset limitations, which may disqualify an applicant without regard to other family circumstances. The net asset ceiling for Cal Grant A, B, and C recipients, who are dependent, or independent with dependents other than spouse, is \$45,400. The net asset ceiling for independent students without dependents other than a spouse is \$21,600. Home equity is not used in determining assets. Assets for dependent students are calculated using parents' assets only.

Number 19 — Financial Need Below Requirement for Award

Dependent Applicant — The difference between your anticipated school costs and the sum of your student contribution and any parental contribution was not sufficient to qualify you for an award.

Independent Applicant — The difference between your anticipated school costs and your expected contribution was not sufficient to qualify you for an award.

All Cal Grant recipients must meet the Commission's minimum financial need requirement to be eligible for an award.

Note: If your school choice changes and you plan to attend a more expensive school, you may request that the Commission reevaluate your financial eligibility for a grant using the new school's costs. To request reconsideration, submit one of the following within 30 days of the date of your CAR: a Recipient Change Form, a Grant Record Change Form for Students (G-10), or a letter to the Commission. Indicate whether you will live on campus, off campus or at home with parents or relatives. The Commission will notify you of your reevaluated status.

Cal Grant A Program — Low GPA

The Commission uses an applicant's GPA or test scores as the sole basis for ranking financially eligible Cal Grant A applicants. The GPA received by the Commission and displayed on your CAR falls below the level established for selection purposes. If you did not provide a GPA, the one displayed was derived from the test score you provided.

If you believe that your verified GPA is understated, you must contact an official at your school to request that they forward the corrected GPA on school stationery to the Commission within 30 days of the date on your CAR. The Commission will not accept transcripts in lieu of verification from a school official. Grades earned during the 1999-2000 academic year cannot be considered as part of your GPA under any circumstances. The submitted GPA must be calculated using the criteria identified in the GPA Verification Form instructions.

Cal Grant B Program — Low Score

Applications are evaluated on the following criteria: GPA, family income and size of household, parents' educational levels, and single parent home status. Points are assigned uniformly to all applicants in each area. Based on the information provided on your FAFSA, the sum of your points was lower than required for selection.

Cal Grant C Program — Low Score

Eligibility for this grant is based on an applicant's vocational aptitude and interest measured according to responses on the Cal Grant C Supplement.

Supplements are uniformly scored and work and educational experience are considered. Additional points are derived from the vocational/educational endorsement and grade point average. Based on the information you provided on the Cal Grant C Supplement, your total score was lower than required for selection.

Number 74 — Ineligible Course of Study or Degree/Certificate

Eligibility for the Cal Grant C program is based on your intent to enroll in a vocational or technical program. It was determined from your answer to question 31 on the FAFSA that you do not meet this requirement.

RENEWAL OF CAL GRANT AWARDS

Based on your year in college when you first receive payment, your award may be renewed for up to four years for full-time attendance. College seniors are not eligible to renew a Cal Grant for an additional year unless enrolled in a mandatory five-year undergraduate program or an approved teaching credential program.

The financial and academic requirements to renew an existing Cal Grant award offer are different than the requirements used to select new Cal Grant recipients. Persons renewing a Cal Grant award do not have to meet the income and asset ceilings used to select new recipients. Renewal recipients must show financial need of at least \$100 for the renewal year and do not have to submit another grade point average to the Commission. To renew your award for the 2001-2002 school year, you must continuously maintain your current eligibility through the entire 2000-2001 year and then file a 2001-2002 FAFSA.

All Cal Grant participants must have all 2000-2001 terms accounted for by either receiving payment or by requesting a leave of absence. If you do not meet this requirement by September 30, 2001, your grant will be withdrawn. The Commission will send you a letter in July 2001 requesting verification of your Fall 2001 college of attendance.

APPEAL PROCESS/CAL GRANT

A Cal Grant applicant who is not selected for an award, or who has their grant withdrawn, may file an appeal. To appeal your Cal Grant status, you must submit a written request prior to any deadline indicated on any correspondence you received. A thorough review of your file will be performed and a written response will be sent to you. Send your written request to the appeal address located on the front of this manual. Do not submit formal appeals via e-mail.

If your financial circumstances have changed since you filed your FAFSA, or you believe you have special financial circumstances which may affect your eligibility, contact the campus financial aid office where you plan to enroll in the fall. If appropriate, your campus financial aid office can submit financial changes on a G-21 and send it to the Commission no later than September 30, 2000. Your school is also required to report at anytime during the school year, situations or changes that may result in the reduction or withdrawal of your award.

Additional copies of this booklet may be obtained by
ontacting the Commission at (916) 526-7985.

